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EYES ONLY

19 JUN 1964

MEMORANDUM FOR: Special Planning Assistant to the DD/S

SUBJECT : Economy Controls

1. The following information is furnished covering savings effected by the Office of Personnel during the last quarter of Fiscal Year 1964:

✓ a. The cost of rental of commercial office space has been reduced by \$6,000 resulting from transferring certain recruiters to federally owned office space and by closing selected offices.

b. Long distant telephone calls between the personnel recruiters and headquarters personnel has been reduced to the minimum number of calls that can be made without a reduction in efficiency.

c. During this quarter we have effected a savings of approximately \$48,720 in salaries by requiring clericals to be fully cleared before entering on duty.

2. As noted before in our report dated 9 May 1964, the savings realized from the above reductions will be more than absorbed by the increased costs of medical in-patient daily rates in military hospitals abroad, the new provision for EOD travel for clerical appointees, and the administration of the proposed Early Retirement Program. Thus, there will not be any net savings.

3. The Agency ceiling and on-duty strength figures have been decreased from a 2 December 1963 ceiling of [] and an on-duty strength figure of [] to an allocated ceiling as of 31 June 1964 of [] and an on-duty strength figure of []. In this regard, the Office of Personnel has imposed certain restrictions to maintain a closer control of the Agency ceiling.

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Emmett D. Echols

Director of Personnel

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